

**CITY OF PARKSVILLE**  
**ADVISORY PLANNING COMMISSION**

**AGENDA**

**DATE:** SEPTEMBER 15, 2011  
**TIME:** 8:00 A.M.  
**PLACE:** THE FORUM, PCTC

1.    Adoption of Minutes  
Minutes of May 19, 2011
  
2.    Introduction of new member, Keith Jacobs
  
3.    OCP & Zoning Amendment Application (263, 259 and 253 Dogwood Street)  
Legal: Lots 4, 5, and 6, District Lot 70, Nanoose District, Plan 15905  
Civic: 263, 259 and 253 Dogwood Street  
Applicant: Glencar Consultants Inc.  
Owner: Van Steen, Luksay & 0849459 BC Ltd.  
File: 3360-10-01
  
4.    General Update
  
5.    Adjournment

**NEXT REGULARLY SCHEDULED MEETING OCTOBER 20, 2011**  
**PCTC, THE FORUM**

/sh

# TO BE ADOPTED

<b>CITY OF PARKSVILLE</b> <b>ADVISORY PLANNING COMMISSION</b>
--

## MINUTES OF MEETING

Date: May 19, 2011  
Time: 8:00 am  
Place: PCTC, The Forum  
Chair: D. Luke

### Members Present:

<u>X</u> _____	J. S. Baldwin	<u>X</u> _____	E. Chabot
_____	D. Luke	_____	K. Paskin
<u>X</u> _____	L. Taylor	<u>X</u> _____	R. Thompson

### Others:

G. A. Jackson, Director of Community Planning  
B. Russell, Manager of Current Planning  
S. Harbottle  
1 member of the public (E. Hofer)

### 1. Call to Order:

The meeting was called to order at 8:07 am.

### 2. General Update:

Ms. Jackson advised there are no applications to be reviewed at this meeting and that the meeting is a general update about the large projects underway and then drilling down to the specific applications under review. She advised there are three major categories that will be looked at today:

1. Official Community Plan (OCP)
2. Computer conversion
3. Development Process Review

Ms. Jackson provided the members with the following information:

- A list of meetings that have been held regarding to the OCP.
- Currently at the stage of data collection.
- All early awareness hard to keep going - doing hard work and doing the slogging.
- 2 advisory committees, Citizen's and Community.
- The 2 committees are now reviewing the existing OCP.

[G. A. Jackson]

- Asked the members if they had heard any comments recently from the community regarding the OCP process.

[General Discussion]

- In response to Ms. Jackson's question he advised that in his opinion the OCP has fallen off the radar.
- All meetings are public and are posted on the City's web site.
- Scheduling protracted - summer holidays.
- Coming up with concept issues
- Balancing act to find the right time, do not want to make it an election issue.
- Are we getting enough coverage in the press?

[G. A. Jackson]

- Qualicum Beach probably received press because of the number of issues there. There is not a lot to put out publicly, no news per se.
- Reformatting of meetings; going from visioning to review; holding open house sessions.

[General Discussion]

- How do you record comments from a public open house?

[G. A. Jackson]

- We can hold public sessions at different times of the day.
- We are looking hard at the work plan and it may result in an amended Terms of Reference.
- Staff from Parksville and Qualicum Beach met to discuss issues. Qualicum Beach had things to react to while Parksville doesn't.

[General Discussion]

- It appears people are waiting to see what will happen; they are waiting for the OCP to be done and for an election.

[G. A. Jackson]

- Advised issues can be an election topic but wanted to let the OCP continue to be worked on.

[General Discussion]

- There is too much information to read; need to simplify [looking at the information on the internet web site].

[G. A. Jackson]

- Looking at themes and will test them out. The next stage will be in more precise areas.

[General Discussion]

- Also you are eliminating those who don't have access to computers.

[B. Russell]

- Advised there is a banner outside of the library where the public can comment; we have received lots.

[G. A. Jackson]

- Are we hearing complaints about access to information?
- Advised the work is daunting and the department stretched.

[B. Russell]

- Have not had any at the Planning counter that he is aware of.

[General Discussion]

- Is it possible to place copies of the OCP documentation at public facilities?
- Advised it appears that residents don't really understand the OCP.

[G. A. Jackson]

- We are aware that some expectations are out of whack; some are politically motivated; the reality is it is a working tool, to protect sensitive areas. What the OCP can do is over blown. It is a tool for context to evaluate against. Visioning is good but is not overnight, this is a blue print.

[General Discussion]

- The public library has a big screen; maybe information can be put there to let the people know where we're at.

[G. A. Jackson]

- Discussed the Development Process Review.
- Advised we are down to 1 lot; lot supply is down.
- Advised she is working on:

Several large lot subdivisions  
 A bank stability file  
 Thrifty's parking lot overflow without a permit  
 Possible Wembley Mall redevelopment  
 Corfield and Island Highway proposal

Small lot subdivision in the Pioneer Crescent area  
Vet clinic on Memorial  
Dogwood rezoning  
Parksville Chrysler application - 3 commercial and residential proposal  
MacLean Homes townhouses - 18 buildings, 16 units,  
Urgent Health Care facility

The video prepared by HB Lanarc for the OCP review was shown to the members.

[General Discussion]

- R. Thompson advised the members of his involvement as a member of the RDN's Agricultural Advisory Committee which is intended to develop an agricultural plan within one year. The members asked to be kept informed on this topic and Mr. Thompson advised he would be happy to.

### 3. Adjournment:

There being no further business, the meeting finished at 9:30 am

---

Chair

/sh

I:\Users\Planning\0540-20\APC\2011\Min\_May\_19.doc

September 8, 2011

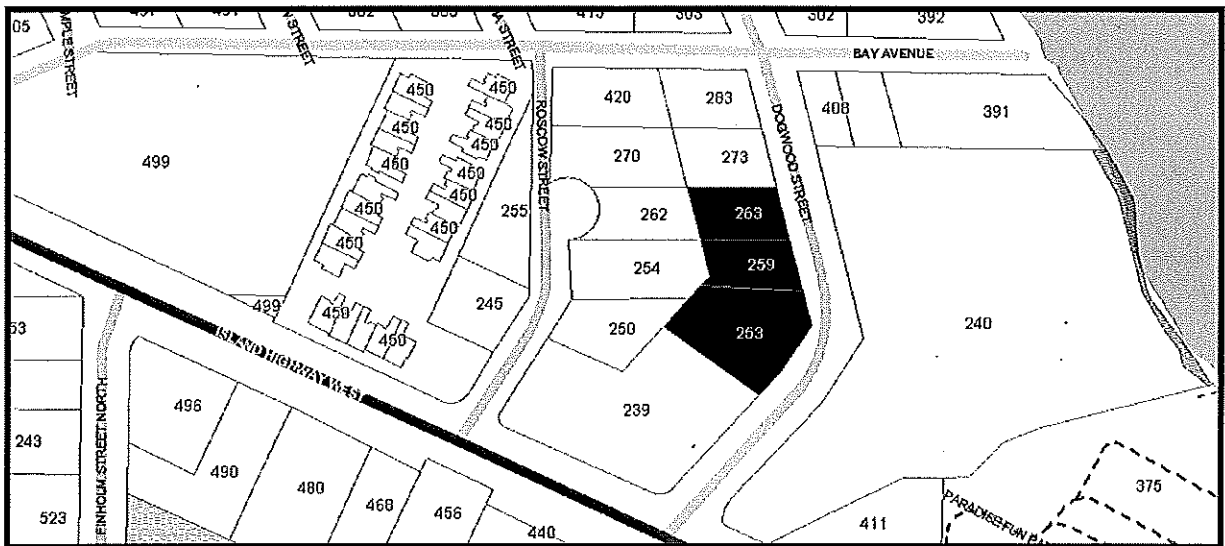
REPORT TO: ADVISORY PLANNING COMMISSION

FROM: B. C. RUSSELL, MANAGER OF CURRENT PLANNING

SUBJECT: CONSIDERATION OF AN OFFICIAL COMMUNITY PLAN AND ZONING BYLAW AMENDMENT APPLICATION TO FACILITATE A 30 UNIT APARTMENT BUILDING ON LOTS 4, 5, AND 6, DISTRICT LOT 70, NANOOSE DISTRICT, PLAN 15905 (263, 259, AND 253 DOGWOOD STREET)  
APPLICANT: GLENCAR CONSULTANTS INC.  
OWNER: WILLIAM BAREND VAN STEEN, PAUL MICHAEL LUKSAY, AND 089459 B.C. LTD. INC. NO. BC089459  
FILE NO: 3360-30-10-01

**Issue:**

Consideration of an Official Community Plan and Zoning Bylaw Amendment application to facilitate a 30 unit condominium apartment building.



**References:**

- Elevation Plan - by Chow Low Hammond Architects Inc., received March 5, 2010;
- Landscape Concept Plan - by MacDonald Gray Landscape Architecture, received February 18, 2011;
- Sustainable Community Builder Checklist - received March 5, 2010;

CONSIDERATION OF AN OFFICIAL COMMUNITY PLAN  
AND ZONING BYLAW AMENDMENT APPLICATION  
AT 263, 259, AND 253 DOGWOOD STREET

---

Background:

The applicant is requesting that the Official Community Plan Future Land Use map be amended from 'Residential' to 'Multifamily Residential' and that the properties be rezoned from RS-1 and RS-2 to a new comprehensive zoning category. The amendment is intended to facilitate a 4-storey 30 unit condominium apartment building. According to the applicant the apartments will primarily be marketed to retirees as there are no schools in the immediate vicinity.

The proposed building features both one and two-bedroom units with 6 of the one-bedroom units intended to be affordable rental (must rent below \$941.51 per month). The affordable units are proposed to be subject to a 10 year housing agreement with the City, should it be accepted.

The 3347 m<sup>2</sup> (0.827 acres) site is composed of three lots, two of which contain single-family dwellings and a vacant lot covered in vegetation and trees which is zoned for duplex.

The site is in proximity to the following:

- To the north are two single-family dwellings;
- To the east are five single-family dwellings that front Roscow Street;
- To the east is Dogwood Street, across from which is the Bayside Inn;
- To the south is the three-story Dogwood apartments.

The following differences are noted from the default standard in the High Density Residential RS-3 zone:

- The number of parking spaces provided (based on the plans received on March 5, 2010) is 1.13 parking spaces per dwelling unit (typical multifamily without any affordable housing units is 1.5 parking spaces per dwelling unit);
- Maximum height proposed is 13.26 m (the default RS-3 zone height is 11.0 m);
- Indoor recreation space is not proposed (the default RS-3 zone requires 2.3 m<sup>2</sup> of indoor recreation space per dwelling when a development contains more than 30 units).

A traffic impact analysis was prepared by Boulevard Transportation Group, dated September 17, 2009. The analysis report indicates the addition of the proposed 30 unit building is expected to generate a small number of vehicle trips (16 during peak hours) and that does not change the general level of service of the surrounding road network. The natural increase in traffic volumes on Island Highway West are predicted to lower the service level for left-turns from Dogwood Street to 'F' (109-130 second delay). The City is requiring the service level be improved to a level of 'C' or better in support of the application. The applicant has indicated that their traffic engineer will be present at the Advisory Planning Commission meeting to explain further.

The subject properties are located within walking distance of a public transit route; in this case Route No. 90 - Intercity Connector. This route connects the site with both the downtown and Wembley Mall.

The Engineering and Operations Department has completed a preliminary technical review of this application and indicates that the applicant may proceed to the full design submission stage.

CONSIDERATION OF AN OFFICIAL COMMUNITY PLAN  
AND ZONING BYLAW AMENDMENT APPLICATION  
AT 263, 259, AND 253 DOGWOOD STREET

---

As part of the Official Community Plan Amendment, Development Permit Area No. 5 - Multiple Family - Island Highway is anticipated to be extended to encompass the subject properties. A subsequent Development Permit application under this designation will provide further opportunity to address in more detail the form and character of the building, landscaping and parking layout and is subject to review by the Advisory Design Panel.

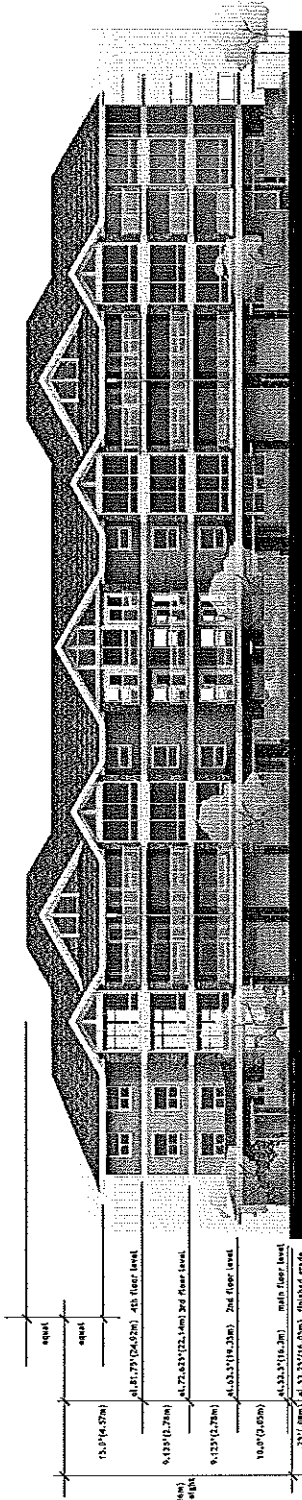
---

B. C. RUSSELL

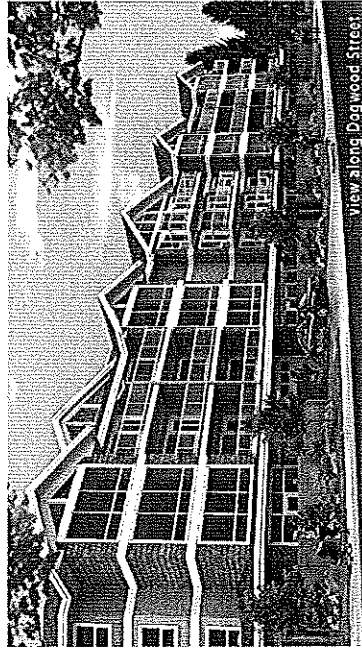
BR/sh  
Attachments

Planning/Rezoning/2010/10-01/Agenda/APC-1.

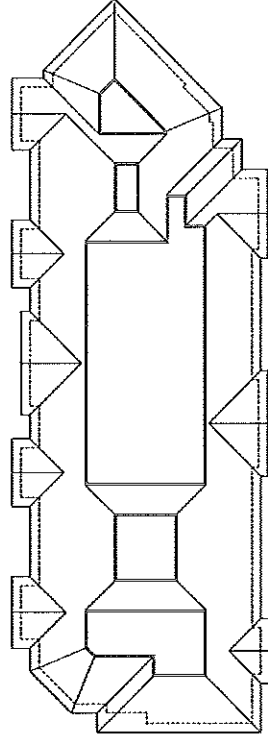




East (Dogwood Street) elevation  
 scale: 3/32" = 1'-0"



View along Dogwood Street



roof plan

RECEIVED  
 MAR 05 2010  
 PLANNING  
 CITY OF PARKSVILLE

A2

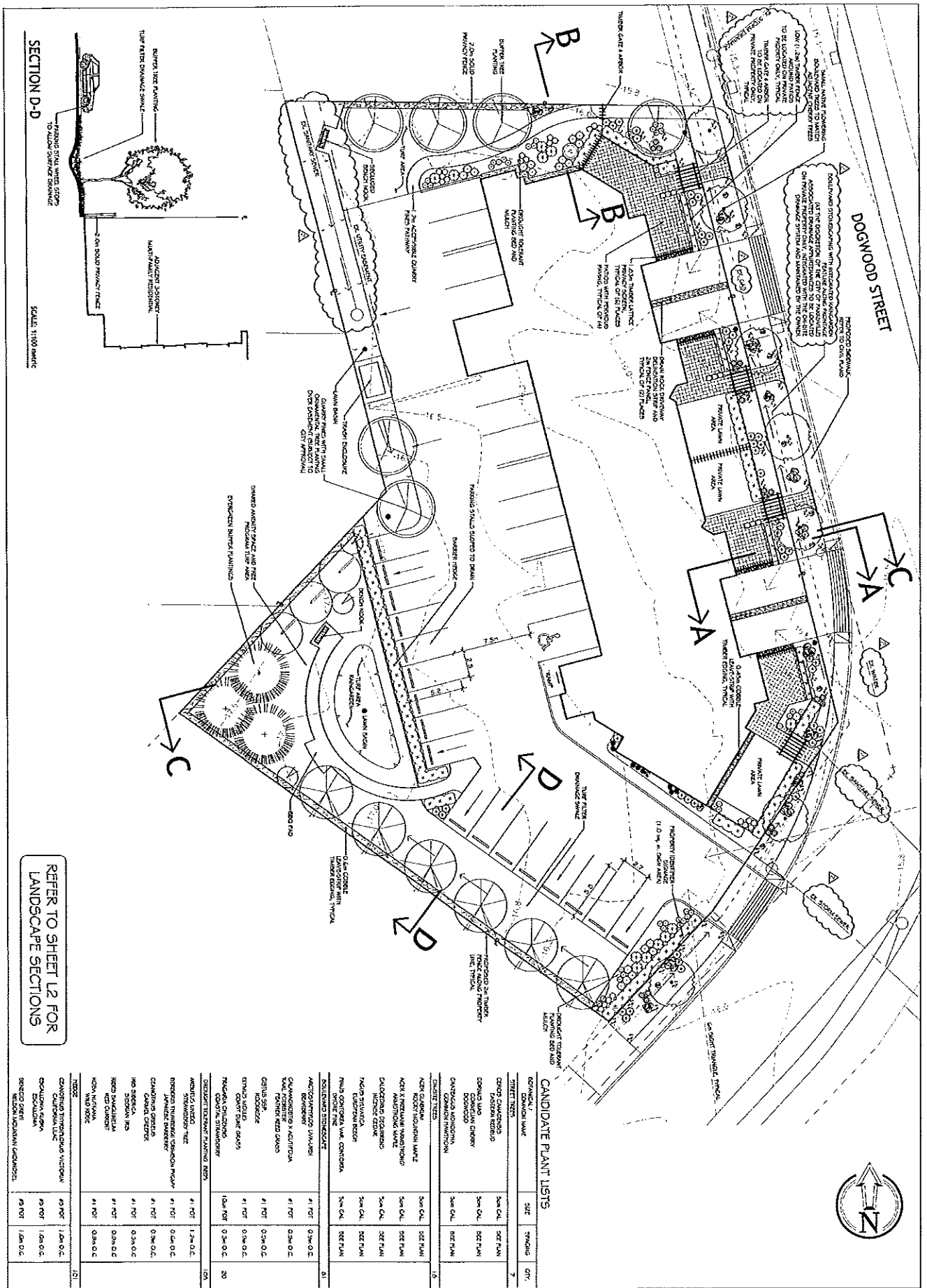
March 5, 2010

Van Roc Interiors

**CLH** Multi-family Development 253/259/263 Dogwood Street, Parksville, BC

CHOW LOW HAMMOND

ARCHITECTS INC  
 VANCOUVER, BC



SECTION D-D

SCALE: 1:100 METRIC

REFER TO SHEET L2 FOR LANDSCAPE SECTIONS

CANDIDATE PLANT LISTS		
SYMBOL / COMMON NAME	SIZE	SPACING
1	1.5m O.C.	1.5m O.C.
2	1.5m O.C.	1.5m O.C.
3	1.5m O.C.	1.5m O.C.
4	1.5m O.C.	1.5m O.C.
5	1.5m O.C.	1.5m O.C.
6	1.5m O.C.	1.5m O.C.
7	1.5m O.C.	1.5m O.C.
8	1.5m O.C.	1.5m O.C.
9	1.5m O.C.	1.5m O.C.
10	1.5m O.C.	1.5m O.C.
11	1.5m O.C.	1.5m O.C.
12	1.5m O.C.	1.5m O.C.
13	1.5m O.C.	1.5m O.C.
14	1.5m O.C.	1.5m O.C.
15	1.5m O.C.	1.5m O.C.
16	1.5m O.C.	1.5m O.C.
17	1.5m O.C.	1.5m O.C.
18	1.5m O.C.	1.5m O.C.
19	1.5m O.C.	1.5m O.C.
20	1.5m O.C.	1.5m O.C.
21	1.5m O.C.	1.5m O.C.
22	1.5m O.C.	1.5m O.C.
23	1.5m O.C.	1.5m O.C.
24	1.5m O.C.	1.5m O.C.
25	1.5m O.C.	1.5m O.C.
26	1.5m O.C.	1.5m O.C.
27	1.5m O.C.	1.5m O.C.
28	1.5m O.C.	1.5m O.C.
29	1.5m O.C.	1.5m O.C.
30	1.5m O.C.	1.5m O.C.
31	1.5m O.C.	1.5m O.C.
32	1.5m O.C.	1.5m O.C.
33	1.5m O.C.	1.5m O.C.
34	1.5m O.C.	1.5m O.C.
35	1.5m O.C.	1.5m O.C.
36	1.5m O.C.	1.5m O.C.
37	1.5m O.C.	1.5m O.C.
38	1.5m O.C.	1.5m O.C.
39	1.5m O.C.	1.5m O.C.
40	1.5m O.C.	1.5m O.C.
41	1.5m O.C.	1.5m O.C.
42	1.5m O.C.	1.5m O.C.
43	1.5m O.C.	1.5m O.C.
44	1.5m O.C.	1.5m O.C.
45	1.5m O.C.	1.5m O.C.
46	1.5m O.C.	1.5m O.C.
47	1.5m O.C.	1.5m O.C.
48	1.5m O.C.	1.5m O.C.
49	1.5m O.C.	1.5m O.C.
50	1.5m O.C.	1.5m O.C.

REVISION SCHEDULE	
#	NOTES
1	05MAR10 Reporting Application
2	25NOV10 Revised per City Comments

**LANDSCAPE PLAN**

Date: November 25, 2010

Drawn: CM

Checked: MG

Scale: 1:150 metric

Project Number: 13-0007

DRAWING NUMBER: **L1 of 2**

**Multi-family Development**  
**Van Roc Interiors**  
 253/259/263 Dogwood Street, Parksville, BC  
 PRELIMINARY - NOT FOR CONSTRUCTION

**macdonald gray**  
 814 Shorewood Drive, Parksville, BC V8P 1S1  
 TEL: 250.245.2000 FAX: 250.245.2001  
 www.macdonaldgray.ca

RECEIVED  
 FEB 11 2011  
 CITY OF PARKSVILLE

RECEIVED  
 MAR 05 2010  
 PLANNING  
 CITY OF PARKSVILLE



# SUSTAINABLE COMMUNITY BUILDER CHECKLIST

	<ul style="list-style-type: none"> <li>• Residential</li> <li>• Commercial</li> <li>• Institutional</li> </ul>	<ul style="list-style-type: none"> <li>• Industrial</li> </ul>	
--	--	--	--

## Environmental Protection and Enhancement

Please explain how the development protects and/or enhances the natural environment.

1.	Conserve, restore, or improve native habitat?			EXPLANATION
2.	Remove invasive species?			All significant trees identified by arborist that are not dying will be retained to conserve native habitat. These include Douglas Fir, Poplar and Cedar trees. Invasive species will be removed where possible.
3.	Involve innovative ways to reduce waste, and protect the air quality?			
4.	Include an ecological inventory?			

Please explain how the development contributes to the more efficient use of energy.

5.	Use climate sensitive design features (passive solar, minimize the impact of wind, and rain, etc.)?			EXPLANATION
6.	Provide on-site renewable energy generation such as solar energy or geothermal heating?			The building will have good overhangs to protect against rain, provide shade in sunny weather and maintain exterior appearance from premature weathering. Operable windows will permit natural ventilation of units and mitigating the need for mechanical cooling. Energy loss and gain from glazing will be minimized with the use of Low E glass with Argon filled double glazed windows.
7.	Propose buildings constructed in accordance with LEED, and the accepted green building standards?			

Please explain how the development facilitates good environmentally friendly practices.

8.	Provide on-site composting facilities?			EXPLANATION
9.	Provide an area for a community garden?			The extensive green space will allow for community garden space opportunities. Close proximity of development to downtown will promote alternate means of transportation to cars. Area provided for storage bins for recycling and composting.
10.	Include a car free zone?			
11.	Include a car share program?			

Please explain how the development contributes to the more efficient use of water.

12.	Use drought tolerant plants?			EXPLANATION
13.	Use rocks and other materials in the landscaping design that are not water dependant?			Drought tolerant plants and use of rock for landscaping will be utilized to reduce watering requirements.

14.	Recycle water and wastewater?			The project will include on-site storm water management features such as landscape swales, rain garden, and pervious paving. Low flush toilets will be incorporated into the project. Flat roof areas will have restricted drains to reduce roof drainage flow rate.
15.	Provide for zero stormwater run-off?			
16.	Utilize natural systems for sewage disposal and storm water?			
17.	Use low flush toilets?			

Please explain how the development protects, enhances or minimizes its impact on the local natural environment.

18.	Provide conservation measures for sensitive lands beyond those mandated by legislation?			Densifying the project with 4 storeys of attached dwelling will provide market and rental housing on minimal land usage and coverage. The proposed building footprint is only 39% of the property. Run-off from parking areas will be directed either through an oil-water separator or into vegetated swale designed to absorb oil prior to discharge either to ground or to receiving waters.
19.	Cluster the housing to save remaining land from development and disturbance?			
20.	Protect groundwater from contamination?			

Please explain how the development protects a 'dark sky' aesthetic by limiting light pollution and light trespass from outdoor lighting.

21.	Include <u>only</u> "Shielded" light fixtures, where 100% of the lumens emitted from the light fixture are projected below an imaginary horizontal plane passing through the highest point on the fixture from which light is emitted?			<p style="text-align: center;"><b>EXPLANATION</b></p> <p>Site and exterior building lighting will be selected to minimize light pollution yet provide safe and functional lighting levels where needed.</p>
-----	--	--	--	---

Please explain how the project will be constructed sustainably.

22.	Reduce construction waste?			<p style="text-align: center;"><b>EXPLANATION</b></p> <p>Strict adherence to material handling principles to reduce waste and avoid contamination will be implemented during demolition and construction phases of this project.</p>
23.	Utilize recycled materials?			
24.	Utilize on-site materials / reduce trucking?			
25.	Avoid contamination?			

**Environmental Score**  
Total Number of "Yes"

125 / 22

### Community Character and Design

Does the development proposal provide for a more "complete community" within designated nodal centres?

1.	Improve the mix of compatible uses within an area?			<p style="text-align: center;"><b>EXPLANATION</b></p> <p>The proposed development will provide ground level patio homes, upper level condo units and affordable rental close proximately to the beach, transit and downtown Parksville.</p>
2.	Provide services, or an amenity in close proximity to a residential area?			
3.	Provide a variety of housing in close proximity to a public amenity, transit, or commercial area?			

<b>Please explain how the development increased the mix of housing types and options in the community.</b>			
4.	Provide a housing type other than single family dwellings?		<b>EXPLANATION</b>
5.	Include rental housing?		
6.	Include seniors housing?		
7.	Include cooperative housing?		
<b>Please explain how the development addresses the need for attainable housing in Parksville.</b>			
8.	Include the provisioning of Affordable Housing units?		<b>Yes - 6 units of the 30 units will be Affordable Housing Units.</b>
<b>Please explain how the development makes for a safe place to live.</b>			
9.	Have fire protection, or include fire prevention measures such as removal of dead fall, on-site pumps, etc?		<b>EXPLANATION</b> The site planning through fencing, gateways and trellises will clearly define semi-private realms from public realms. Sensitive lighting and adjacent windows to perimeter areas will help prevent crime. Landscaping will not conceal areas.
10.	Help prevent crime through the site design?		
11.	Slow traffic through the design of the road?		
<b>Please explain how the development facilitates and promotes pedestrian movement.</b>			
12.	Create green spaces or strong connections to adjacent natural features, parks and open spaces?		<b>EXPLANATION</b> A new sidewalk along Dogwood Street will promote safe pedestrian movement in the neighbourhood.
13.	Promote, or improve trails and pedestrian amenities?		
14.	Link to amenities such as school, beach & trails, grocery store, public transit, etc.? (provide distance & type)		
<b>Please explain how the development facilitates community social interaction and promotes community values.</b>			
15.	Incorporate community social gathering places? (village square, halls, youth and senior facilities, bulletin board, wharf, or pier)		<b>EXPLANATION</b> N/A
16.	Use colour and public art to add vibrancy and promote community values?		
17.	Preserve heritage features?		
<b>Community Character Score</b> Total Number of "Yes"		17	17

**CHECK LIST  
EVALUATION OF ZONING AMENDMENT APPLICATIONS**

	<p>Does the proposal comply with the OCP?</p> <p>If not, is it because the OCP policy is weak/in need of revision?</p>	
	<p>Does the proposal offer an attribute (from a planning perspective) that warrants an OCP change (to facilitate the application?</p>	
	<p>What would the impact of this proposal be:</p> <ol style="list-style-type: none"> <li>1. On the community?</li> <li>2. On the neighbourhood?</li> <li>3. On the abutting properties?</li> </ol> <p>* From a planning perspective</p>	
	<p>Does the proposal offer a use that:</p> <ol style="list-style-type: none"> <li>1. Is in short supply?</li> <li>2. Needed?</li> </ol>	
	<p>Would a modification of the proposal offer more benefit?</p>	
	<p>What is the quality of the specific proposal?</p> <p>Does it consider sustainability?</p>	
	<p>If approved, would variances (from the proposed zone) be required?</p>	
	<p>Are there other uses in the zone that should be limited?</p>	
	<p>Should another agency's view regarding the application be known? (i.e. RDN, MOH)</p>	
	<p>Can you be assured that, the proposal, if approved will be constructed as represented?</p>	
	<p>Are the features of the development that cause you to support it guaranteed?</p>	
	<p>Has the quality of the presentation influenced your opinion?</p>	
	<p>Have things other than land use influenced you?</p>	

## Advisory Planning Commission

### -- Sample Resolutions --

#### Approved as is

That the Advisory Planning Commission recommend to Council that the zoning amendment application for Mr. & Ms. No-name to rezone Lot X (123 ABC Street) from Zone Z-1 to Zone Z-2 to permit X be approved subject to technical review by the Community Planning and Building Department and the Engineering and Operations Department. CARRIED

[or]

That the Advisory Planning Commission recommend to Council that the zoning amendment application for Mr. & Ms. No-name to rezone Lot X (123 ABC Street) from Zone Z-1 to Zone Z-2 to permit X be approved.  
CARRIED

#### Denied

*That the Advisory Planning Commission recommend to Council that the zoning amendment application for Mr. & Ms. No-name to rezone Lot X (123 ABC Street) from Zone Z-1 to Zone Z-2 to permit X be approved subject to technical review by the Community Planning and Building Department and the Engineering and Operations Department.  
DEFEATED*

[and/or]

That the Advisory Planning Commission recommend to Council that the zoning amendment application for Mr. & Ms. No-name to rezone Lot X (123 ABC Street) from Zone Z-1 to Zone Z-2 to permit X be denied.  
CARRIED

#### Approved subject to consideration of

That the Advisory Planning Commission recommend to Council that the zoning amendment application for Mr. & Ms. No-name to rezone Lot X (123 ABC Street) from Zone Z-1 to Zone Z-2 to permit X be approved, subject to:

- o Technical review by the Community Planning and Building Department and the Engineering and Operations Department.
- o Consideration of the providing of a public parking area in the vicinity of the X as part of an amenity;
- o Reworking of walkways on site so as to improve connections;

CARRIED

Further review delayed to the future / next meeting

That the Advisory Planning Commission's further review of the zoning amendment application for Mr. & Ms. No-name to rezone Lot X (123 ABC Street) from Zone Z-1 to Zone Z-2 to permit X be deferred to (a future meeting / the next available meeting) meeting. CARRIED

Request for additional info from applicant

That the Advisory Planning Commission's further review of the zoning amendment application for Mr. & Ms. No-name to rezone Lot X (123 ABC Street) from Zone Z-1 to Zone Z-2 to permit X be deferred to (a future meeting / the next available meeting) meeting.

And that the applicant, in consultation with Community Planning and Building Department, provide additional information to the Advisory Planning Commission on the X. CARRIED

Refer back to Staff for info or clarification

That the Advisory Planning Commission's further review of the zoning amendment application for Mr. & Ms. No-name to rezone Lot X (123 ABC Street) from Zone Z-1 to Zone Z-2 to permit X be deferred to (a future meeting / the next available meeting) meeting.

And that the applicant be referred back to staff for (additional information on / clarification of) the X. CARRIED